BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Travel and Tourism Pearson BTEC Level 3 International Foundation Diploma in Travel and Tourism Pearson BTEC Level 3 International Diploma in Travel and Tourism Pearson BTEC Level 3 International Extended Diploma in Travel and Tourism
Unit number and title	**Unit 15: Recruitment and selection in Travel and Tourism**
Learning aim	**A: Examine how effective recruitment and selection can contribute to organisational success in the travel and tourism industry**
Assignment title	Researching good practice in recruitment processes.
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are working as a junior assistant in the human resources department of 'Travelargo Tours' who are a large tour operator offering worldwide holidays. Your manager wants to review their recruitment and selection processes, so asks you to do some research into how other medium and large travel and tourism organisations undertake recruitment and selection. You decide to look into both the airline sector and accommodation sector for your research.
Task 1	Choose either a medium to large airline or accommodation provider. Write a report for your manager that evaluates how the recruitment and selection processes for the chosen organisation contributes to its success.

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	The report should discuss: • Why each procedure in the recruitment and selection process is important to the organisation referencing interpretation of interrelationships in the recruitment process • The potential impact to the organisation if there are staff shortages or if unsuitable employees are selected because of an ineffective recruitment process. • How the organisation follows a recruitment process that is ethical and complies with current employment law • The factors in the recruitment and selection process that can impinge on the success of the chosen organisation. Specific examples should be included to support judgements made.
Checklist of evidence required	Written report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
15/A.D1	Evaluate how the recruitment and selection process used in a travel and tourism organisation contributes to its success.
15/A.M1	Analyse the importance of the recruitment and selection process used in a travel and tourism organisation.
15/A.P1	Explain how a travel and tourism organisation recruits and selects staff, giving reasons for their process.
15/A.P2	Explain how a travel and tourism organisation follows a recruitment process that is ethical and complies with current employment law.

Sources of information to support you with this Assignment	**Books** Dale, G. (2018) Pearson BTEC National Travel and Tourism Student Book. Harlow: Pearson ELearn, 2009, 2nd ed. Recruitment and Selection (Management Extra), Elsevier, ISBN 978-0-08-055743-4 **Websites** https://www.cipd.co.uk/knowledge/fundamentals/people/recruitment/factsheet Chartered Institute of Professional Development (UK) facts sheets on recruitment processes.

	https://www.randstad.co.uk/workforce360/archives/different-recruitment-methods-advantages-disadvantages_1453/ Global Recruitment organisation, recruitment and selection guides
Other assessment materials attached to this Assignment Brief	n/a